

Lois Peters

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EDUCATION

School of Library & Information Science,
Indiana University, Bloomington, IN

MLS, with specialization in Rare Books & MSS,
expected 12-2010

Smith College, Northampton, MA

B.A. English Language & Literature, 09-2009

Trinity College Dublin, Dublin, Ireland

Visiting student in English and Classics,
2007 — 2008

Language Skills

Conversational Spanish, strong written translation
skills. Latin training.

LIBRARY EXPERIENCE

Reference Assistant, Lilly Library, Indiana University Bloomington

09-2009 — present

- Direct visitors to the library, address questions about current exhibitions, collection scope, and library operations. Explain use of reading room and how to locate materials, answer general reference questions, and help them handle materials.

Conservation Assistant, Lilly Library, Indiana University Bloomington

09-2009 — present

- Evaluate items for appropriate storage methods; measure and build phase boxes and corrugated board enclosures for materials in the Jerry Slocum Puzzle Collection. Relax paper for broadsides, newspapers, and books being prepared for digitization. Prepare items for exhibition fitting them to mounts, building props, and ensuring opening of books creates no stress on them.

Student Assistant, Mortimer Rare Book Room, Smith College 09-2006 - 05-2007, 09-2008 - 05-2009

- Curated exhibition on Sylvia Plath's letters to college roommate for her graduating class's 55th reunion. Transcribed and annotated two letters, researched rare book room's collection and college archives to find related materials: assembled photographs, journal entries to include in installation. Wrote descriptive labels for all and organized layout and presentation.
- Assembled exhibition on botanical books dating from 15th century. Researched authors' biographies and work in context of period and peers. Organized materials, planned display format. Wrote concise, detailed labels aimed at general public to explain significance of botanists' contributions and innovation.
- Translated correspondence from La Biblioteca Nacional de España for curator regarding his research on once-lost Arrighi manuscript. Clarified policy for curator pertaining to materials borrowed from Spain.
- Assisted visitors—from international scholars to fellow Smithies—in finding, retrieving materials. Plated, tagged, catalogued and shelved books. Filled inter-library loan requests. Conducted research for curator and professors looking for supplemental information needed for lecture or personal studies.

LOIS PETERS

Curatorial Assistant, Chester Beatty Library, Dublin, Ireland

11-2007 — 05-2008

- Investigated provenance of items in Sir Chester Beatty's collection through examination of correspondence and invoices to determine evolution of collection. Created database to compile profiles on items offered, examined on approval and purchased in order to create a quicker, more effective way to research museum acquisitions and collection development.

ADDITIONAL EXPERIENCE

Public Communication Skills, Smith College, MA; Manchester, CT

10-2008; 2002

- Selected to speak at "Smith Elects the World" conference to describe experiences of studying and interning during Junior Year Abroad and how it helped define career aspirations.
- Competed for and chosen to anchor televised daily broadcast announcements and special bi-weekly news programs via closed circuit TV.

Photo Editor, *The Sophian*, Smith College

01-2006 — 05-2006

- Directed staff photographers, take photographs to accompany articles. Copyedited twenty articles weekly.

Health Services representative, Gillett House, Smith College 09-2005 - 05-2007, 09-2008 - 05-2009

- Liaison for campus clinic. Distributed information about services and policy to housemates. Acted as confidential contact for advice; referred students to other sources of information for further help.
- Organized conversations with Health Services and house over tea for students to have a comfortable forum to ask questions and become acquainted with nurses and counselors.